

Job Description

Job Title: Development Coordinator (Part-time)

Reports to: Executive Director

Baltimore Woods Nature Center is currently seeking an experienced development coordinator to join our team. Baltimore Woods is a non-profit organization located in Marcellus, NY, that has been dedicated to the mission of connecting individuals and communities with nature for over 50 years. The Development Coordinator will be responsible for envisioning and managing Baltimore Woods fundraising efforts, including annual giving, fundraising events, grants, donor stewardship, and direct fundraising for our award-winning *Nature in the City* program. We expect this individual to create and foster positive relationships within the community, assisting us in maintaining a financially sound organization.

This position is currently part time (13 hours/week) with the possibility of expansion, based on future need and increased funding.

Primary Functions

Fund Development and Donor Recognition

1. Develop and implement an innovative and effective fundraising plan for the organization, ensuring an effective balance and variety of funding sources including grants, in-kind donations, fundraising events, and other gifts that help support our mission.
2. Identify, pursue, cultivate, and acquire sponsorships for Baltimore Woods *Nature in the City* program, working with the Executive Director to identify and foster collaborative relationships.
3. Monitor and manage the online giving program and Donor Database
4. Monitor & manage the major annual fundraising events which include the Mother's Day Garden Tour, native plant sale event & 5K trail run. There is potential for the development of other fundraisers for the organization.
5. Create, document, implement and manage an effective cycle of giving that consistently expands the base of individual donors.
6. Continually review, update and implement donor acknowledgement processes to ensure proper stewardship.
7. Foster a culture of gratitude and appreciation for our donors.

Administrative and Miscellaneous

1. Work with the Executive Director to create the annual fundraising budget
2. Create monthly report summarizing corporate sponsorships and grants.
3. Collaborate with other members of our team, especially our marketing coordinator, to develop the annual appeal and other materials for fundraisers.
4. Attend and actively participate in staff meetings, events, and other activities that help to carry out the mission of Baltimore Woods.
5. Attend training and/or educational sessions, webinars, reading, and/or do the research necessary to be able to learn and apply effective fundraising techniques.

Education and Experience

- Bachelor's degree from a four-year college or university
- A minimum of 1 year successfully raising \$20,000 + for non-profits
- Must be familiar with the Central New York community and willing to form solid networking relationships.
- Ability to travel locally using own transportation.

Skills, Knowledge, and Abilities Needed to Perform Effectively in the Position

- Excellent interpersonal and communications skills.
- Organizational, time management, and recordkeeping ability.
- Ability to concurrently coordinate multiple projects and assignments.
- Basic to advanced technical skills including Microsoft Office products and databases.
- Ability to operate equipment such as camera, audio visual, and some facilities equipment.

Expectations

- Adheres to the policies and procedures outlined in Baltimore Woods employee handbook.
- Promotes teamwork with coworkers.
- Meets or exceeds expected performance standards, including consistently reporting to work on time prepared to perform the duties of the position.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Submit Resume and Cover Letter to:

Whitney Lash-Marshall, Executive Director
whitney@baltimorewoods.org
4007 Bishop Hill Road
P.O. Box 133
Marcellus, NY 13108